

<b>United States Army Japan</b> <b>Merit Promotion and Placement</b> <b>Vacancy Announcement</b>		雇用の種類/Employment Type MLC	施設名/Location キャンプ座間/Camp Zama
空席告知番号/Announcement Number MLC(III)14-064-01 <b>*Re-Announcement*</b>	募集期間/Opening Period Open Until Filled	募集範囲/Area of Consideration すべて/All	
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade IT Assistant (General), #548, BWT 1-5			基本給/ Basic Wage ￥ 207,100
部隊名/Organization TSSD, 287 <sup>th</sup> Sig Company, 78 <sup>th</sup> Sig Bn.		勤務時間/Work Schedule 週 40 時間制/Hours Per Week (0800 ~ 1645) <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su	
<b>**Those who have applied for MLC(III)14-064 do not need to re-submit the application**</b>			
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents) <b>* ご応募に際して、注意事項 (<a href="http://www.usagi.jp.pac.army.mil/goijobs/howtoapply_ip.aspx">http://www.usagi.jp.pac.army.mil/goijobs/howtoapply_ip.aspx</a>) を必読ください。また申請用紙も同ページより入手してください/ Please click on the above URL and read the website. The application forms are available at the website.</b> <b>**USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration.</b> USFJ フォーム 196 aEJ、職務記述書、資格・証明書、その他 KSA を証明する書類など、すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください。			
<b>申請用紙 / Applications :</b> <input checked="" type="checkbox"/> 履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/> 職務経歴書 / Resume of Work Experience <input type="checkbox"/> 質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement) <b>* 旧申請用紙(AJ Form 1021)での提出は無効です/Submission of Application in AJ Form 1021 is invalid.</b>			
<b>申請用紙の記入言語 / Language to complete applications :</b> <input checked="" type="checkbox"/> 英語/English <input type="checkbox"/> 日本語/Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese (English is acceptable as well)			
<input checked="" type="checkbox"/> ALCPT、TOEIC、TOEFL、英検のスコアの写し/Copy of ALCPT score, TOEIC score, TOEFL score or EIKEN score. <input type="checkbox"/> 日本の運転免許証の写し/Copy of Japanese driver's license <input type="checkbox"/> 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed. <input checked="" type="checkbox"/> その他/Other <b>Please attach the copy of Security+ and Windows 7 configuration, if any.</b>			
採用までに提出するもの/ Additional Documents Required Before Hiring 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed			
<b>応募方法/To Apply</b> 上記の書類を締切日までに担当の人事課まで郵送してください。 締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。 提出された応募書類は返却いたしません。 記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。 記載内容に虚偽の申告があると認められたときは応募が無効となります。 Mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted. All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered. Applications, if found with false statements, are invalid.			
<b>提出先</b> <b>宛先</b> 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing <b>宛名</b> 在日米陸軍 IMJN-JER 日本人事務所 雇用課 MLC(III)14-064-01		<b>Submit To</b> <b>Address:</b> Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000 <b>Name:</b> JESO, USAG-J IMJN-JER MLC(III)14-064-01	

## 職務内容 / Duties:

1. Applies the well-established and latest technology in developments in Voice Over IP (VoIP) service provisions with the consideration of the knowledge of computer, switches, routers, and data communications hardware to include peripheral equipment and interrelationships between components and pertinent software capabilities, design techniques, communication system for the unified call manager. Incumbent will be responsible for trouble shooting and maintenance of the systems, and provide course of actions in the event of any unusual occurrences. Accountable for specific operation and administration assignments at all nine Defense Switched Network (DSN) switches under his/her responsibility based on guidance received from the Chief, Maintenance Branch. Manages the assigned IT/communications environment with privileged access at the network level for, Geographically Separated Units (GSU), and Tenants. Develops, recommends, and installs solutions and upgrades to ensure availability, integrity, efficiency, and reliability of all components of the assigned system. Tracks life of system equipment, prepares and provides analyses to determine future maintenance and replacement costs to help justify budget submissions. Works with the information assurance manager to comply with information assurance vulnerability management and computer task orders which involves interpreting and understanding the tasks and validating that proper procedures have been implemented to ensure compliance with Defense Information Systems Agency (DISA)/Department of Defense (DOD) guidelines.
2. Provides technical assistance and support for all users, customers and digital telephone switch maintenance technician who also performs duty at Camp Zama and Sagamihara Family Housing Area as telephone installer, repairman, Local Area Network (LAN)/Wide Area Network (WAN) maintenance etc. Provides ongoing technical support to customers to ensure proper functional use of equipment and programs and to preclude undue interruptions to IT and communications services. Works with customers to ensure efficient operations which support each unit's requirements. Assists for higher grade IT Specialists on-site training for the telephone switching system technician to include assisting subscribers with new or latest model equipment/procedures.
3. Maintains records which reflect equipment on hand, on order, in maintenance, lines/trunks in service, spare lines/trunks, wire and cable assets, repair parts for the digital switch, power supplies, cable records, trouble logs, maintenance records, security and safety checks, HAZMAT material inventory/material safety Data sheet (MSDS) etc., property accountability (hand receipt records), cable maps, LAN/WAN drawings, maintenance requests for repair, supply actions for turn in or ordering.  
Performs other related or incidental duties, as assigned.

## 最低必要応募資格基準 / MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

Must have at least one (1) year of specialized experience\* equivalent to BWT 1-4 OR Completion of four (4) year college/university in a related field OR two (2) academic year of graduate level education.

\*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

**Examples of such specialized experience may include researching, analyzing and resolving switch and router problems and requiring knowledge of UNIX and SQL server operating systems etc.**

\*\*When substituting education for special experience, a transcript and a certificate of graduation and/or diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

## 要求される英語力レベル / Required Language Proficiency Level (LPL):

Average Proficiency Requirement: Language Proficiency Level 2, TOEIC 470, TOEFL (PBT) 460, TOEFL (IBT) 48 or EIKEN Grade Pre 2.

## 要求される雇用条件/Required Condition of Employment:

1. Must acquire certification in Windows 7 configuration and IT Security (CompTIA Security +) within 6 months in order to meet requirements of DoD 8570.01m at IAT-II.

## タイムイングレード/Time in Grade (TIG):

To be promoted, current MLC/IHA employee applicants must have served at least 12 months in any USFJ permanent positions at the next lower grade or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.